WithersRavenel
Our People. Your Success.

January 30, 2024

Donald Duncan, County Manager
Caldwell County
1385 Fairview Drive SW
Lenoir, NC 28645

**RE: Agreement for Task Order 1**
**Caldwell County Miscellaneous Services**
**Lenoir, North Carolina**
**WR Project No. 23-0957-001**

Dear Mr. Duncan,

WithersRavenel is pleased to provide this Agreement Task Order 1 for the Caldwell County On-Call Engineering and Planning Services for Public Utilities. We look forward to working with you on this project. If you have any questions or concerns about this proposal, please do not hesitate to call me at the number listed below.

Sincerely,
WithersRavenel

Chris Rosenboom, PE
Director of Utilities, Charlotte
crosenboom@withersravenel.com
Mobile: 919.678.3782

Attachment:
Agreement for Task Order 1

# Caldwell County
# Task Order No. 1
# Caldwell County Miscellaneous Services

## A. Preliminary Matters

This Task Order is hereby included as an addition to and incorporated as part of the Agreement Between Owner and Engineer for Engineer Services, Task Order Edition signed (Master Service Agreement Execution Date) between the County of Caldwell ("Owner") and WithersRavenel, Inc. ("Engineer").

## B. Project Description

The Project is Miscellaneous Services.

Due to Caldwell County's limited personnel resources, the County desires to retain WithersRavenel to provide on-going assistance with Support for the operational areas of Public Works and Utilities.

The Consultant will provide Construction Manager II, Mike Kale, as a primary point of contact, with other resources available depending on the type of help that is needed by the County.

## C. Scope of Services

Consultant shall provide services on an as-needed basis. The list of possible tasks below is not intended to be comprehensive, but rather to serve as an example of the types of tasks that may be requested by the County.

A. Work with the Client to prepare and finalize any necessary documents for City administration or council meetings.

B. Assist Client with on-site inspections and daily public utilities activities.

C. Conduct as needed consultations with the Client to troubleshoot issues.

D. Assist the Client as needed with planning and completing activities essential to public utilities operations.

E. On behalf of the County, assist performing field observations for the construction of new infrastructure.

F. Review off-site water and sewer extension plans.

G. Coordinate review comments with other staff, and departments in the County, and the applicable State Agencies.

H. Address questions from petitioners.

I. Communicate review results, status, or summaries to other Client staff, Managers, Board, and the public as needed.

J. Review subdivision plans, site plans, and construction drawings utilizing the existing established County Criteria.

K. Where County criteria does not exist, assist the County in developing such criteria.

L. Consultant will meet all City review deadlines.

M. Attend meetings on behalf of the County (i.e. annexation meetings, subdivision and site plan presubmittal meetings, public meetings, etc.)

N. Perform project management related services for County capital improvement projects.

O. Other tasks not listed, but within the capabilities of consultant staff.

# D. Compensation for Services

WithersRavenel agrees to support the Client with completing any miscellaneous tasks assigned by the Client for a period of 6 months. The Agreement may be extended on a monthly basis thereafter upon mutual consent of both parties.

All work will be invoiced based on the WithersRavenel rate schedule in effect at the time the work is performed. The rate schedule is normally adjusted on a calendar year basis. The task order value shall not exceed $10,000 without County authorization.

# E. Acceptance

This Task Order is valid 60 days from the date it is transmitted to the Owner. Receipt of an executed copy of this Task Order will serve as the written Agreement between WithersRavenel and Caldwell County. All Exhibits identified after the signature blocks below are incorporated herein and are integral parts of the Task Order.

OFFERED BY:

WithersRavenel

Signature Date

Ken Orie, PE
Name

Practice Area Lead, Utilities
Title

Signature Date

Chris Rosenboom, PE
Name

Director of Utilities, Charlotte
Title

ACCEPTED BY:

CALDWELL COUNTY

Signature Date

Donald Duncan
Name

County Manager
Title

***PREAUDIT STATEMENT:*** *This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act (NC G.S. 159-28(a)).*

Signature of Finance Officer: _____

Printed Name: _____

Date: _____

Attachments: